

**OLIVE VIEW-UCLA MEDICAL CENTER  
INFORMATION SYSTEM DEPARTMENTAL  
POLICY & PROCEDURE**

**NUMBER: 1258  
VERSION: 2**

**SUBJECT/TITLE: REQUEST FOR AUTHORIZATION TO USE A MOBILE DEVICE**

**POLICY:** In accordance with Los Angeles County Policies 6.100 (Information Technology and Security Policy), 6.110 Protection of Information on Portable Computing Devices, 6.109 (Security Incident Reporting) and Department of Health Services Policies 935.11 (Workstation & Mobile Device Use and Security Policy), 935.13 (Device and Media Controls) and 935.20 (Acceptable Use Policy for County Information Technology Resources)

**PURPOSE:** To prevent the disclosure (accidental or intentional) of Protected Health Information on Portable / Mobile Devices

**DEPARTMENTS:** All Departments

**DEFINITIONS:**

**PROCEDURE:**

1. Click on the link below to download the Mobile Device Authorization form  
<http://myladhs.lacounty.gov/forms/Olive%20View%20Forms/Information%20Systems%20forms/Request%20for%20Authorization%20to%20use%20Mobile%20Devices.pdf>
2. Send completed form to Hospital Administration Room 2C155 for approval
3. Information Systems personnel will contact the requester to schedule the device delivery, ID will be required for verification, a detailed agreement form (see – Request for Mobile Device form) with signatures will be necessary to complete the transaction. A copy will be provided to the requester.
4. The requester will immediately notify Information Systems if the equipment is lost, stolen or missing.
5. The requester will provide a copy of the police report along with a Security Incident Report to the Bureau within 3 business days.
6. The requester will relinquish this equipment to Information Systems at management's request or upon resignation or transfer from Olive View within 3 business days or the equipment will be reported stolen.
7. The requester will use this equipment for County Business Use Only
8. The requester will use this device within the Olive View campus where wireless or wired service is available.

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References: Policy Numbers 6.100, 6.110, 6.109, 935.11, 935.13, 935.20	
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